

Instructions for Using the Goal Wizard to Import Goals from a Previous IDP

(Instructions show FY14 data. Select corresponding FY15 data for this task.)

Learning and Performance → Career → My Plans → Goals - Windows Internet Explorer
https://staging.aglearn.usda.gov/learning/user/performance/plan/openPlanFlex.do

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My Goals Workspace

Goal Status
Complete (7.69%)
In Progress (0.00%)
Behind (92.31%)

View Plan: Dansby - FY14 IDP (Draft) Edit Display

Submit for Approval Changes to the Plan require approval Hide Plan Details

Create Plan Create Goals Submit for Approval

Status: Draft
Plan Type: Development
Description:
Plan Period: (Fiscal Year 2014) 10/1/2013 to 9/30/2014

Goal Name	Plan Name	Plan Status	Target Date	Goal Status
Administration and Man...	Dansby - FY14 IDP	Draft	9/30/2014	No Value
Contracting/Procuremen...	Dansby - FY14 IDP	Draft	9/30/2014	No Value

Goal Links
Create Plan
Add Goal
View Published Goals

Edit Plan
Add/Edit Plan Notes
Add Goal
Print Plan
View Changes Log
Delete Plan

Done Local intranet | Protected Mode: Off 3:15 PM 8/26/2013

Select Create Plan

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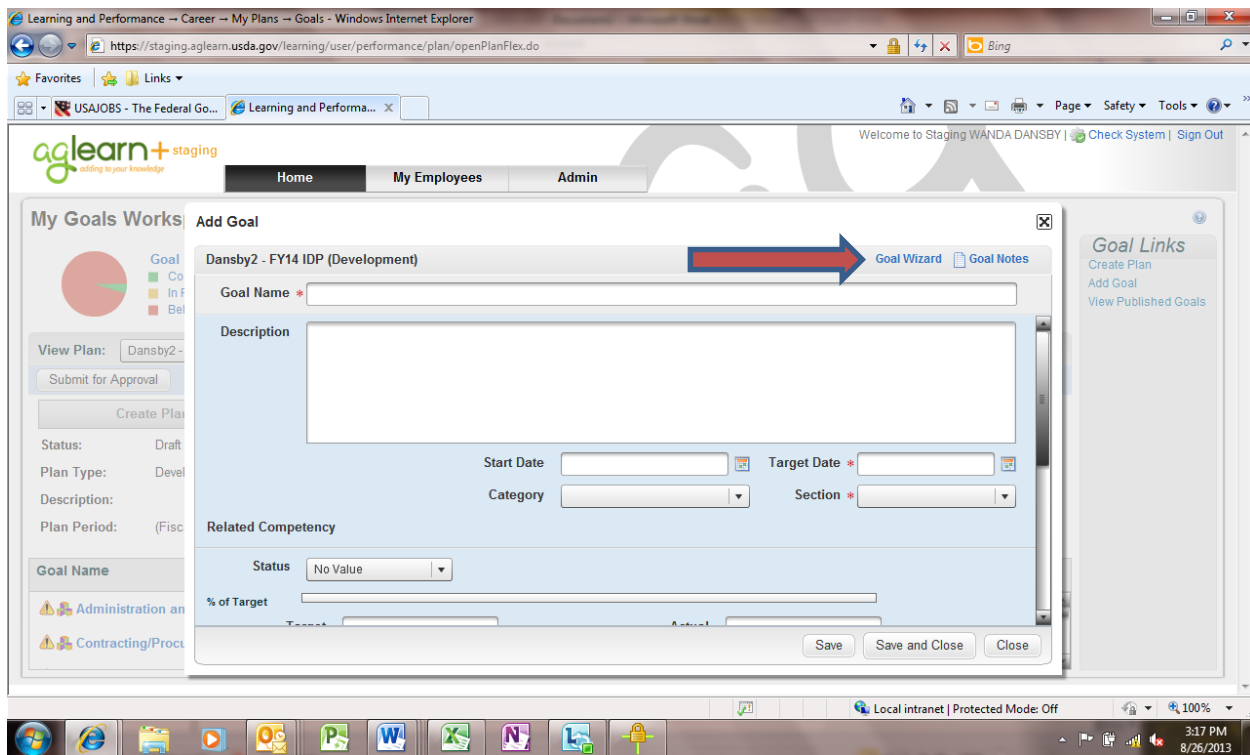
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Contracting/Procuremen...	Dansby - FY14 IDP	Draft	9/30/2014	No Value

Goal Links
Create Plan
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View Published Goals

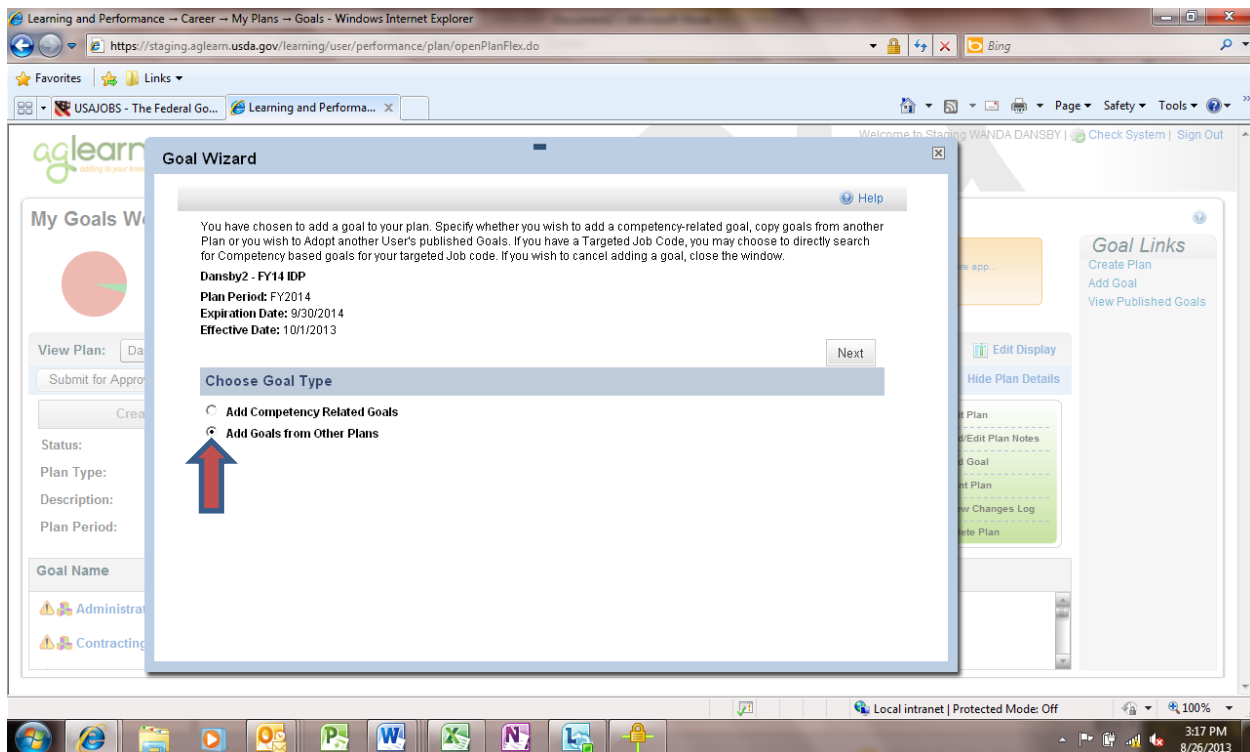
Edit Plan
Add/Edit Plan Notes
Add Goal
Print Plan
View Changes Log
Delete Plan

Done Local intranet | Protected Mode: Off 3:16 PM 8/26/2013

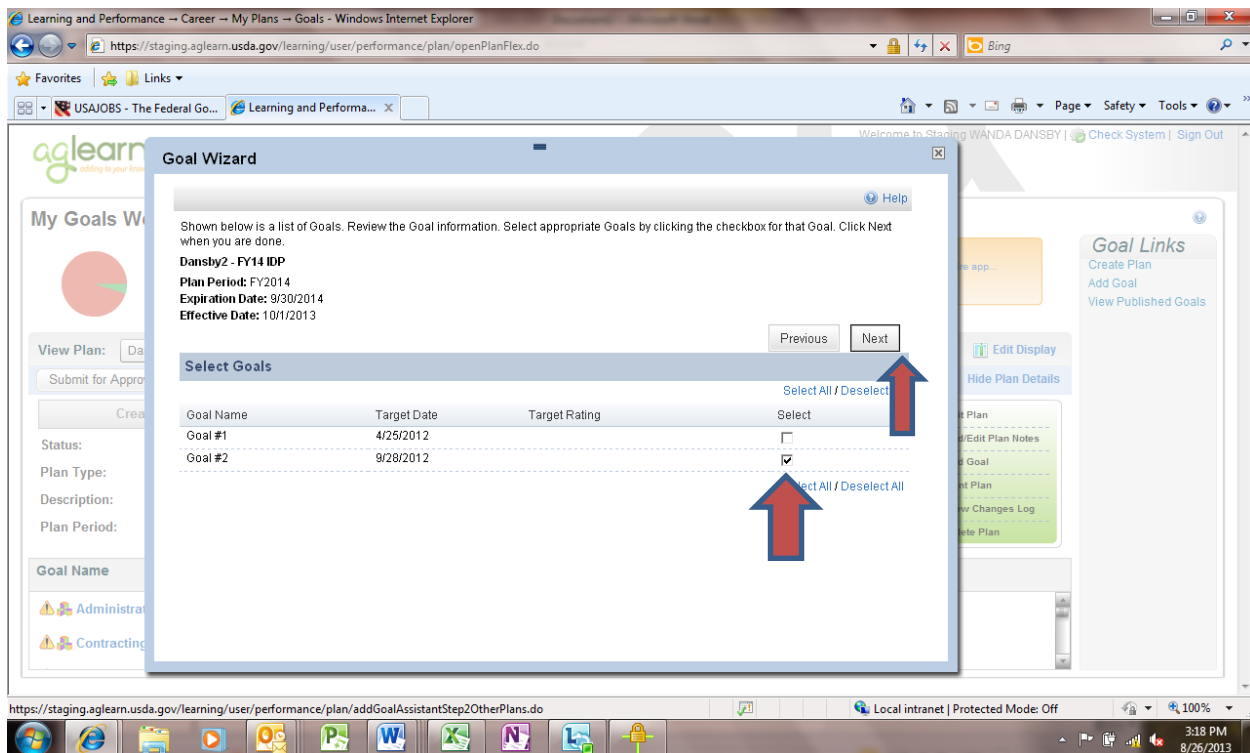
Fill in information to name your plan.



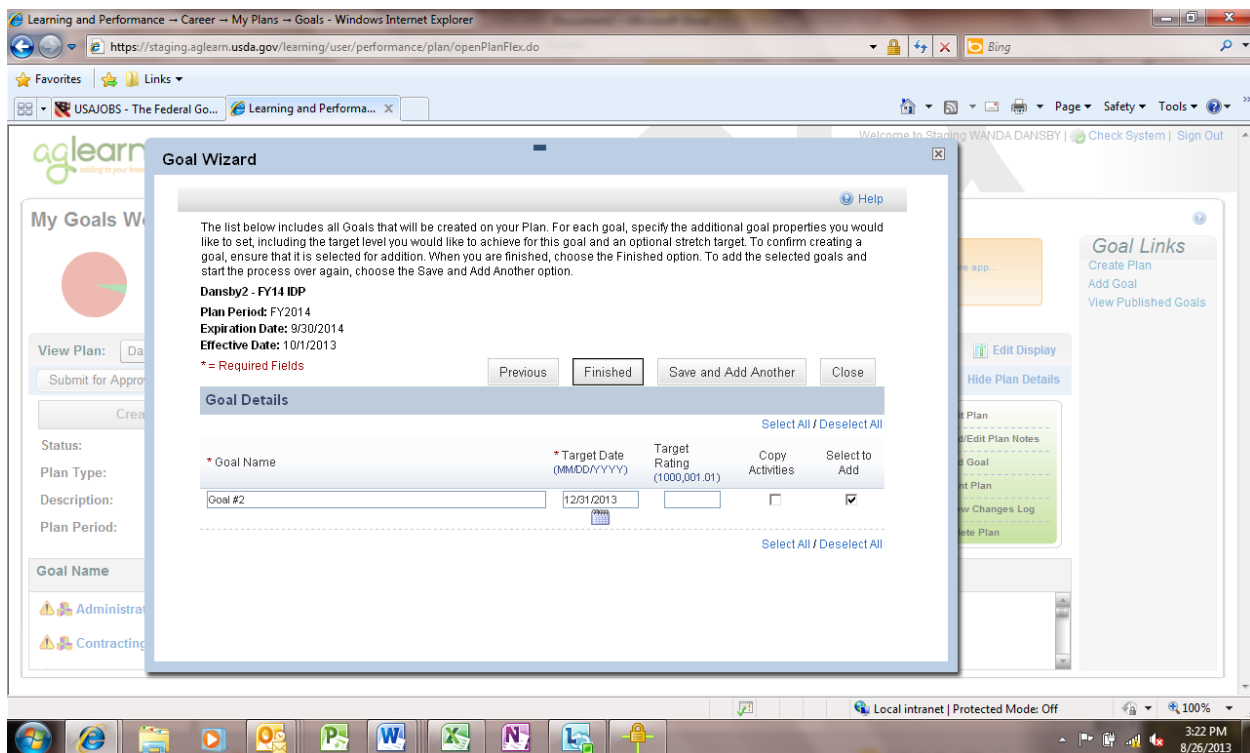
Then – on the Add Goal Screen – Select Goal Wizard.



If you want to import open goals from your FY14 IDP – Choose Add Goals from Other Plans.



You will get a choice of the goals to import. Select all that you want to carry over. Then click on **Next**.



Enter a new target date and click in the box below **Select to Add** & Click on **Select and Add Another**. Add Target Dates. If you are done adding goals – click on **Finish** – then proceed to add activities. To create activities for the goals, check the Create Activities box. Activities will be “internal” for those completed in AgLearn or “external” for all others.